

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET

E-Mail: BrownCountyCountyBoard@co.brown.wi.us

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600



PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
DECEMBER 17 – 21, 2018**

MONDAY, DECEMBER 17, 2018

*3:30 PM	Brown County Housing Authority	Room 604, City Hall 100 N. Jefferson Street
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TUESDAY, DECEMBER 18, 2018

*3:30 pm	Children With Disabilities Education Board	Syble Hopp School 755 Scheuring Road
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*4:30 pm	Veterans Recognition Subcommittee	Room 201, Northern Building 305 E. Walnut Street
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WEDNESDAY, DECEMBER 19, 2018

*5:45 pm	Administration Committee – <i>Special Meeting</i>	Room 209, City Hall 100 N. Jefferson Street
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*6:00 pm	Brown County Board of Supervisors – NOTE TIME	Legislative Room 203, City Hall 100 N. Jefferson Street
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THURSDAY, DECEMBER 20, 2018

*5:15 pm	Library Board	Central Library Board Room 515 Pine Street
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FRIDAY, DECEMBER 21, 2018
(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, December 17, 2018, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Corday Goddard– Chair, Tom Deidrick – Vice Chair, Sup. Andy Nicholson, Ann Hartman, and John Fenner

APPROVAL OF MINUTES:

1. Approval of the minutes from the November 19, 2018, meeting of the Brown County Housing Authority.

COMMUNICATIONS:

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
 - G. VASH Reports (new VASH and active VASH)
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations
 - I. Quarterly Langan Denials report
 - J. Quarterly Active Cases Breakdown
 - K. Quarterly End of Participation
 - L. Quarterly Customer Service Satisfaction

OLD BUSINESS:

NEW BUSINESS:

3. Consideration and possible action to appoint Chuck Lamine as the Executive Director of the BCHA and to confirm Adam Kofoed as Housing Administrator.
4. Consideration with possible action on request for a conflict of interest waiver for the HCV program for Chuck Lamine.
5. Consideration with possible action to appoint Adam Kofoed as the Interim Executive Director pending the outcome of Chuck Lamine's conflict of interest waiver request.
6. Consideration and review of Draft Intergovernmental Agreement between Brown County and the BCHA for administration services for the BCHA

BILLS AND FINANCIAL REPORT:

7. Consideration with possible action on acceptance of BCHA bills.
8. Consideration with possible action on acceptance of BCHA financial report.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

9. Update regarding Brown County Board Consideration of Resolution for Table of Organization Change in the Planning and Land Services Department and Authorization for Brown County to Administer, Operate and Manage the Brown County Housing Authority.
10. Date of next meeting: January 21, 2019.

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at (920) 448-4065 by 4:30 p.m. the day before the meeting so that arrangements can be made.

Pursuant to Section 19.84, notice is hereby given to the public:

BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD
Tuesday, December 18, 2018 – 3:30 pm
Syble Hopp School

1. Action Item: Call to Order
2. Open Forum
3. Action Item: Approval of November 20, 2018
RECOMMENDED MOTION: That the minutes from the November 20, 2018 Board meeting be approved.
4. Action Item: Approval of Agenda
RECOMMENDED MOTION: That the agenda for today's meeting be approved.
5. Action Item: Donations
RECOMMENDED MOTION: That this month's donations be approved.
6. Action Item: Payment of Bills
RECOMMENDED MOTION: That the payment of the bills be approved.
7. Action Item: Financial Report
RECOMMENDED MOTION: That the financial report be accepted.
8. Action Item: 2017-18 Audited Financial Statement
RECOMMENDED MOTION: That the 2017-18 Audit Report conducted by Schenk and Associates be accepted.
9. Action Item: Disability Insurance
RECOMMENDED MOTION: That the Administrator has the authority to enter into a contract with UNUM to provide disability insurance.
10. Discussion: Administrator's Report
11. Discussion Item: Parent Organization Report
12. Executive Session: The Board will move to executive session as allowed by Wisconsin State Statute 19.85(1)(c)(e)(f).
13. Action Item: School Violence Drill Assessment
RECOMMENDED MOTION: That the Board approve the School Violence Drill Assessment.
14. Action Item: Safety and Security Plan and Resolution.
RECOMMENDED MOTION: That the Board approve the proposed Safety and Security Plan and Resolution
15. Action Item: Adjournment
RECOMMENDED MOTION: That the December 18, 2018 Brown County Children with Disabilities Board meeting be adjourned.

*Any person wishing to attend who, because of disability requires special accommodation, should contact Syble Hopp School at 336-5754 by 3:00 p.m. on Monday, December 17, 2018 so arrangements can be made.

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VETERANS RECOGNITION SUBCOMMITTEE

Bernie Erickson, Chair

Ed Koslowski, Vice Chair

Joan Brusky, Ken Corry,

Louise Dahlke, Jim Haskins, Kerry

Metoxen, Duane Pierce

VETERANS' RECOGNITION SUBCOMMITTEE

Tuesday, December 18, 2018

4:30 pm

Room 201, Northern Building

305 E. Walnut Street

Green Bay, WI

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEMS LISTED ON THE AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of November 20, 2018.
4. Budget Status Financial Report for October 2018 – Unaudited.
5. Update re: Honor Rewards Program.
6. Report from CVSO Jerry Polus.
7. Report from Committee Members Present (Erickson, Brusky, Corry, Dahlke, Haskins, Koslowski, Metoxen, Pierce).
8. Such Other Matters as Authorized by Law.
9. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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ADMINISTRATION COMMITTEE

Tom Sieber, Chair; James Kneiszel, Vice-Chair
Keith Deneys, Rick Schadewald, John Vander Leest

SPECIAL ADMINISTRATION COMMITTEE

Wednesday, December 19, 2018

5:45 p.m.

Room 209, City Hall
100 N. Jefferson Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEMS LISTED ON THE AGENDA

- I. Call to Order.
- II. Approve/Modify Agenda.

Resolutions and Ordinances

1. Substitute Resolution in Place of Original June 20, 2018 Resolution Supporting the Redevelopment of the Fox River Papermaking Corridor.

Other

2. Such other matters as authorized by law.
3. Adjourn.

Tom Sieber, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **WEDNESDAY, DECEMBER 19, 2018 at 6:00 P.M.,** in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON ANY ITEM ON THE AGENDA

The following matters will be considered:

Call to Order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Comments from the Public:**
 - a. State name and address for the record.
 - b. Comments will be limited to five minutes.
 - c. The Board's role is to listen to public comments, and not to ask questions, discuss nor take action regarding public comments.
3. **Approval of Minutes of October 31, 2018.**
4. **Announcements by Supervisors.**
5. **Presentation of Communications for Consideration:**
 - a. Late Communications.
6. **Appointments by County Board Chair and Board of Supervisors Committee as a Whole: None.**
7. **Confirmation/Appointments by County Executive:**
 - a. Confirmation of Joseph Aulik as Veterans Services Officer.
 - b. Reappointment of Beverly Bartlett; Appointment of Eileen Kay Littig and Dennis Rader to the Aging & Disability Resource Center Board of Directors.
 - c. Reappointment of Karen Sanchez and Appointment of Cynthia Brown-Sullivan to the Board of Health.

- d. Reappointment of Timothy McNulty to the Criminal Justice Coordinating Board.
 - e. Reappointment of Marissa Meli and David Running; Appointment of Annette Aubinger to the Library Board.
 - f. Reappointment of Julia Wallace and Kathy Pletcher; Appointment of Rebecca Berger to the Nicolet Federated Library Board.
 - g. Reappointment of Kramer Rock, Supervisor Bernie Erickson and Supervisor Erik Hoyer; Appointment of Supervisor Paul Ballard and Alex Renard to the Neville Public Museum Governing Board.
 - h. Reappointment of Brown County Executive Troy Streckenbach to the PACE Commission.
 - i. Appointment of Supervisor Dave Landwehr to the Planning Commission.
 - j. Reappointment of John Katers, Supervisor Dave Landwehr and Mark Vandebusch to the Solid Waste Management Board.
 - k. Appointment of Supervisor Megan Borchardt to the Transportation Coordinating Committee.
 - l. Reappointment of Tom Mainz to the Green Bay Metropolitan Sewerage District (NEW Water).
8. **Reports of the:**
- a. County Board Chair.
 - b. County Board Executive.
9. **Other Reports: (None)**
10. **Standing Committee Reports:**
- a) REPORT OF ADMINISTRATION COMMITTEE OF DECEMBER 5, 2018:**
1. Review minutes of:
 - a. Housing Authority September 24 and October 15, 2018. Receive and place on file.
 2. Communication from Supervisor Hoyer re: Review and possibly update the medical/disability/leave policies for county employees as they go through the organ donation and recovery program. Hold for 30 days.
 3. Communication from Supervisor Lefebvre re: The Brown County Board needs to do a five year plan regarding budgets. The County needs to set and prioritize which department needs more attention (money and staff) – 1 to 10 (department ranked) on this need. This way we will know what department needs will be in the future with department moving up and down on the scale. Receive and place on file.
 4. Communication from Supervisor Van Dyck re: Request that the Human Resources Department hold a series of paid informational meetings during employees normal work hours at each of the major county facilities in order to review changes made to the benefits programs and to answer any questions employees may have regarding these benefits. Receive and place on file.
 5. Communication from Supervisor Van Dyck re: Request that the oversight committee for the Corporation Counsel be changed from the Administration Committee to the Executive Committee effective January 1, 2019. Receive and place on file.
 6. Communication from Supervisor Van Dyck re: Request that Technology Services make it a priority to fix the audio equipment in Room 200. Receive and place on file.
 7. Communication from Supervisor Schadeewald re: I request the Administration Committee to review all county ordinances and/or resolutions concerning how we manage, record and conduct business at all our county meetings. To direct Corporation Counsel to draft proposed language on subcommittees and ad hoc committees and bring back to Administration Committee.
 8. County Clerk - Budget Status Financial Report for September and October 2018 – Unaudited. Receive and place on file.
 9. County Clerk - Budget Adjustment Request (18-126): Reallocation between two or more departments, regardless of amount. To approve.
 10. County Clerk - Budget Adjustment Request (18-127): Reallocation between two or more departments, regardless of amount. To approve.
 11. Child Support - Budget Status Financial Report for October 2018 – Unaudited. Receive and place on file.
 12. Child Support - Departmental Opening Summary. Receive and place on file.

13. Child Support - Director Summary. Receive and place on file.
14. Technology Services - Budget Status Financial Report for October 2018 – Unaudited. Receive and place on file.
15. Technology Services Monthly Report. Receive and place on file.
16. Treasurer - Budget Status Financial Report for October 2018 – Unaudited. To suspend the rules to take Items 16 & 17 together. See Item 17.
17. Treasurer - Budget Adjustment Request (18-133): Any increase in expenses with an offsetting increase in revenue. To approve.
18. Treasurer - Discussion and possible action on the sale of the following tax deed parcel (review of any Realtor received offers as of December 4, 2018 to be presented to Supervisors at meeting):
*Parcel 5-1707 at 1338 Bond St. 54303 in the City of Green Bay – Best Offer(s) \$??
To approve Offer #9.
19. Treasurer - Discussion and possible action on the sale of the following tax deed parcel (Auction # 18986-10 results of November 30, 2018 to be passed out to Supervisors at meeting):
*Parcel 6H-1223-2 2535 West Point Road 54304 in the City of Green Bay – High Bid \$??
To accept the high bid by Andrew Loch for \$107,500.
20. Treasurer - Discussion and possible action on the sale of the following tax deed parcels (Auction # 18998 results of December 4, 2018 to be passed out to Supervisors at meeting):
To separate each parcel.
*Parcel 20-44-37 at 1233 Reber St. in the City of Green Bay – High Bid \$??
To accept the winning bid of \$3,100 by Jill Hodgkin.
*Parcel HB-250-1-2-1 off of S. Overland Road in the Village of Hobart – High Bid \$??
To accept the winning bid of \$1,200 by Cody Borley.
*Parcel SU-2496 on Luxury Drive in the Village of Suamico – High Bid \$??
To accept the winning bid of \$500 by Jerome James.
21. Treasurer - Discussion and possible action on the transfer of the following tax deed parcel to another Dept. within Brown County: Parcel HB-347-A Orlando Drive CTH EE. To transfer highway tax deed parcel to Highway Department.
22. Treasurer's Report. Receive and place on file.
23. Corporation Counsel - Budget Status Financial Report for October 2018 - Unaudited. Receive and place on file.
24. Corporation Counsel Report. *No report, no action taken.*
25. Administration - Budget Status Financial Report for October 2018 - Unaudited. Receive and place on file.
26. Administration - Budget Status Report (Over/Under Report). Receive and place on file.
27. Administration - Budget Adjustment Log. Receive and place on file.
28. Administration - Director's Report. Receive and place on file.
29. Human Resources - Director's Report. Receive and place on file.
30. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding obtaining property for downtown parking. To enter into closed session.
31. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County Board of Supervisors shall convene into closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, as competitive or bargaining reasons require a closed session here for deliberating and negotiating strategy and options regarding obtaining property for downtown parking.
32. Reconvene into Open Session: The Brown County Board of Supervisors shall reconvene into open session for possible voting and/or other action regarding obtaining property for downtown parking. To return to open session.
33. Audit of bills. To acknowledge the receipt of the bills.

ai) REPORT OF SPECIAL ADMINISTRATION COMMITTEE OF NOVEMBER 15, 2018:

1. Treasurer - Discussion and Possible Action Re: Amending the Sale terms of Brown County owned Parcel HB-2830 at 1451 Navigator Way. To approve the sale in the amount of \$251,000.

aii) REPORT OF SPECIAL ADMINISTRATION COMMITTEE OF DECEMBER 19, 2018:

1. Substitute Resolution in Place of Original June 20, 2018 Resolution Supporting the Redevelopment of the Fox River Papermaking Corridor.

b) REPORT OF SPECIAL EDUCATION AND RECREATION COMMITTEE OF DECEMBER 13, 2018:

1. Park Management - Request for Approval: RFP for Harbor Design and Park Planning for Cecil Debeau Bay Shore County Park, Project #2277. To approve.
2. Park Management - Budget Adjustment Request (18-125): Any increase in expenses with an offsetting increase in revenue. To approve.

c) REPORT OF EXECUTIVE COMMITTEE OF DECEMBER 10, 2018:

1. Review Minutes of: None.
2. Legal Bills - Review and Possible Action on Legal Bills to be paid. To pay the legal bills.
3. Communication from Chairman Moynihan re: For your consideration, I ask that Brown County with the consent of a majority of its County Supervisors, provide financial assistance to the Greater Green Bay Convention & Visitor Bureau in the form of a 10-Year, Interest Free Loan in the amount of \$500,000, terms to be negotiated. Said funds would go to the GGBCVB Building Visitor Center Campaign Fund only and not to be used for any other purposes. To provide the CVB with a 10 year interest free loan in the amount of \$500,000 from the general fund with the terms to be negotiated and forward this to Administration Committee. Referred to Corporation Counsel to draft language.
4. Communication from Supervisor Van Dyck re: Request that the Human Resources Department hold a series of paid informational meetings during employees normal work hours at each of the major county facilities in order to review changes made to the benefits programs and to answer any questions employees may have regarding these benefits. Receive and place on file.
5. Communication from Supervisor Van Dyck re: Request that the oversight committee for the Corporation Counsel be changed from the Administration Committee to the Executive Committee effective January 1, 2019. To modify the oversight committee for Corporation Counsel from Administration Committee to Executive Committee.
6. Communication from Supervisor Moynihan re: For your consideration, I ask that the Brown County Board of Supervisors confirm by resolution the Brown County 2018 November General Election Referendum Questions and forward said resolution to the newly elected Wisconsin governor and State legislators. To approve.
7. Communication from Supervisor Moynihan re: For your consideration, I ask that the Brown County Board of Supervisors place in ordinance form a parliamentary rule which shall amend Chapter 2.14 (10) which shall supersede Roberts Rules of Order (Chapter 2.14 (22)). That only one amendment to a motion can be made at a time. To refer to Corporation Counsel to draft language.
8. Communication from October Executive Committee meeting: Look at the Subcommittees that Board Staff are tasked with taking minutes at. To refer to Corporation Counsel to draft language as to creating sub and ad hoc committees, including minutes.
9. An Ordinance to Amend Chapter 2 (County Board of Supervisors) of the Brown County Code of Ordinances by Amending Section 2.14(17) (Regarding Reconsideration). To approve. See Resolutions & Ordinances.
10. Resolution for Table of Organization Change in the Planning and Land Services Department and Authorization for Brown County to Administer, Operate and Manage the Brown County Housing Authority. To approve. See Resolutions & Ordinances.
11. Resolution re: That the State of Wisconsin Fund Two Necessary Assistant District Attorney Positions.

- i. To amend the resolution by striking 11.46 in the second "Whereas" and replacing it with 12.76 and inserting "second" before the word "largest" in the same "Whereas".
 - ii. To approve as amended. See Resolutions & Ordinances.
12. Resolution re: Increasing the Reimbursement Rate for Certified Private Attorneys that Act as Public Defenders. To approve. See Resolutions & Ordinances.
13. Internal Auditor - Board of Supervisors Budget Status Financial Report (Unaudited) & Veterans Recognition Subcommittee Budget Status Financial Report (Unaudited) for October 2018. Receive and place on file.
14. Internal Auditor - Status Update: October 1 – November 30, 2018. Receive and place on file.
15. Corporation Counsel's Report. *No report; no action taken.*
16. Administration - Director of Administration's Report. Receive and place on file.
17. Administration - Budget Status Over/Under Report as of October 2018. Receive and place on file.
18. Human Resources Report. Receive and place on file.
19. County Executive's Report. Receive and place on file.
20. Closed Session:
 - a. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding obtaining real estate property and investing in infrastructure. To enter into closed session.
 - b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County Board of Supervisors shall convene into closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, as competitive or bargaining reasons require a closed session here for deliberating and negotiating strategy and options regarding obtaining real estate property and investing in infrastructure. To reconvene into open session.
 - c. Reconvene into Open Session: The Brown County Board of Supervisors shall reconvene into open session for possible voting and/or other action regarding obtaining real estate property and investing in infrastructure. *No action taken.*

d) REPORT OF HUMAN SERVICES COMMITTEE OF NOVEMBER 28, 2018:

1. Review Minutes of:
 - a. Aging & Disability Resource Center of Brown County Board Meeting of August 23, 2018.
 - b. Aging & Disability Resource Center of Brown County Nominating & Human Resources Meeting of February 22 and November 9, 2018.
 - c. Children with Disabilities Education Board of September 18, 2018.
 - i. To suspend the rules to take Item 1a, b & c together.
 - ii. Receive and place on file Items 1a, b & c.
2. Communication from Supervisor Lefebvre re: The Brown County Board needs to do a five year plan regarding budgets. The County needs to set and prioritize which department needs more attention (money and staff) – 1 to 10 (department ranked) on this need. This way we will know what department needs will be in the future with department moving up and down on the scale. Receive and place on file.
3. Wind Turbine Update - Receive new information – Standing Item. *No discussion.*
4. Health & Human Services Dept. - Executive Director's Report. Receive and place on file.
5. Health & Human Services Dept. - Financial Report for Community Treatment Center and Community Services. Receive and place on file.
6. Health & Human Services Dept. - Budget Adjustment Request (18-120): Any increase in expenses with an offsetting increase in revenue. To approve.
7. Health & Human Services Dept. - Budget Adjustment Request (18-121): Any increase in expenses with an offsetting increase in revenue. To approve.
8. Health & Human Services Dept. - Budget Adjustment Request (18-122): Any increase in expenses with an offsetting increase in revenue. To approve.
9. Health & Human Services Dept. - Statistical Reports.

- a. Monthly CTC Data.
 - i. Bay Haven Crisis Diversion.
 - ii. Nicolet Psychiatric Center.
 - iii. CTC Double Shifts.
- b. Child Protection – Child Abuse/Neglect Report.
- c. Monthly Contract Update.
 - i. To suspend the rules to take Items 9a, 9ai, 9aii, 9aiii, 9b & 9c together.
 - ii. Receive and place on file Items 9a, 9ai, 9aii, 9aiii, 9b & 9c together.
10. Request for New Non-Continuous and Contract Providers and New Provider Contract.
11. Audit of bills. To acknowledge receipt of the bills.

e) REPORT OF PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF NOVEMBER 26, 2018:

1. Consent Agenda - Harbor Commission of September 10, 2018. *See Item 10.*
2. Consent Agenda - Planning Commission Board of Directors of September 5, 2018. *See Item 10.*
3. Consent Agenda - Revolving Loan Fund Committee of June 1, 2017. *See Item 10.*
4. Consent Agenda - Airport Budget Status Financial report for October 2018 – Unaudited. *See Item 10.*
5. Consent Agenda - Planning Commission Budget Status Financial Reports for September and October 2018 – Unaudited. *See Item 10.*
6. Consent Agenda - Port & Resource Recovery – Budget Status Financial Reports for September 2018 – Unaudited. *See Item 10.*
7. Consent Agenda - Property Listing - Budget Status Financial Reports for September and October 2018 – Unaudited. *See Item 10.*
8. Consent Agenda - Zoning - Budget Status Financial Reports for September and October 2018 – Unaudited. *See Item 10.*
9. Consent Agenda - Register of Deeds Budget Status Financial Report for October 2018 - Unaudited. *See Item 10.*
10. Consent Agenda - UW-Extension Budget Status Financial Report for September and October 2018 - Unaudited. To approve the consent agenda.
11. Communication from Supervisor Lefebvre re: The Brown County Board needs to do a five year plan regarding budgets. The County needs to set and prioritize which department needs more attention (money and staff) – 1 to 10 (department ranked) on this need. This way we will know what department needs will be in the future with department moving up and down on the scale. Receive and place on file.
12. UW-Extension - Budget Adjustment Request (18-115): Any increase in expenses with an offsetting increase in revenue. To approve.
13. UW-Extension - Budget Adjustment Request (18-116): Any increase in expenses with an offsetting increase in revenue. To approve.
14. UW-Extension - Budget Adjustment Request (18-117): Any increase in expenses with an offsetting increase in revenue. To approve.
15. UW-Extension - Director's Report. Receive and place on file.
16. Port & Resource Recovery - DNR Response to South Landfill Groundwater Exceedance Report – Update. Receive and place on file.
17. Port & Resource Recovery - Legal Communications between Brown County and Town of Holland – Update. Receive and place on file.
18. Port & Resource Recovery - Director's Report – Update. Receive and place on file.
19. Airport - 12-Hour Shift Report. Receive and place on file.
20. Airport - Departmental Opening Summary. Receive and place on file.
21. Airport - Director's Report. Receive and place on file.
22. Public Works - Report on the County Road Safety Plan. Receive and place on file.
23. Public Works - An Ordinance to Amend Schedule A of Section 340.0003 of Chapter 340 of the Brown County Code of Ordinances CTH D – Town of Holland (CTH D Speed Study Incl.). To approve. See Resolutions & Ordinances.
24. Public Works - An Ordinance to Amend Schedule A of Section 340.0003 of Chapter 340 of the Brown County Code of Ordinances CTH R – Town of New Denmark – Village of Denmark (CTH R Speed Study Incl.). To approve. See Resolutions & Ordinances.

25. Public Works - Summary of Operations. Receive and place on file.
26. Public Works - Director's Report. To accept the Director's Report.
27. Planning Commission - Brown County STEM Innovation Center Construction Update. Receive and place on file.
28. Planning Commission - Budget Adjustment Request (18-130): Any increase in expenses with an offsetting increase in revenue – STEM Solar Project Grant. To approve.
29. Planning Commission - Resolution for Table of Organization Change in the Planning and Land Services Department and Authorization for Brown County to Administer, Operate and Manage the Brown County Housing Authority. To approve. See Resolutions & Ordinances.
30. Planning Commission - Citizens Participation Plan Approval for Brown County Comprehensive Plan Update. To approve.
31. Zoning - Budget Adjustment Request (18-131): Any increase in expenses with an offsetting increase in revenue - Request Zoning Truck Replacement. To approve.
32. Acknowledging the bills. To acknowledge receipt of the bills.

ei) REPORT OF LAND CONSERVATION SUBCOMMITTEE COMMITTEE OF NOVEMBER 26, 2018:

1. Open Position Report. *No action taken.*
2. Director's Report.
 - a. DATCP Transfer. To approve \$12,000 transfer from Manitowoc and \$4,648 transfer from Oconto County.
 - b. Livestock Facility Siting Review Board Determination. Receive and place on file.
 - c. Shallow Soils Landowner Notification. Receive and place on file.

f) REPORT OF PUBLIC SAFETY COMMITTEE OF DECEMBER 5, 2018:

1. Review Minutes of:
 - a. Criminal Justice Coordinating Board of September 13 and November 8, 2018. Receive and place on file.
 - b. Local Emergency Planning Committee – LEPC of September 11 and November 13, 2018. Receive and place on file.
2. Circuit Courts, Commissioners, Probate - Budget Status Financial Report for September and October 2018 – Unaudited. Receive and place on file.
3. Circuit Courts, Commissioners, Probate - Director's Report. Receive and place on file.
4. Medical Examiner - Budget Status Financial Report for October 2018 – Unaudited. Receive and place on file.
5. Medical Examiner - 2018 Medical Examiner Activity Spreadsheet. Receive and place on file.
6. Medical Examiner - Update on the Planning of the Medical Examiner office. Receive and place on file.
7. Medical Examiner's Report. Receive and place on file.
8. Public Safety Communications - Budget Status Financial Report for September and October 2018 – Unaudited. Receive and place on file.
9. Public Safety Communications - Director's Report. Receive and place on file.
10. Emergency Mgmt. - Budget Status Financial Report for September and October 2018 – Unaudited. Receive and place on file.
11. Emergency Mgmt. - Director's Report. Receive and place on file.
12. Sheriff - Update on Jail Addition – *Standing Item.* Receive and place on file.
13. Sheriff - Budget Status Financial Report for October 2018 – Unaudited. Receive and place on file.
14. Sheriff - Key Factor Report Through October 2018. Receive and place on file.
15. Sheriff - Budget Adjustment Request (18-119): Any increase in expenses with an offsetting increase in revenue. To approve.
16. Sheriff - Budget Adjustment Request (18-124): Any increase in expenses with an offsetting increase in revenue. To approve.
17. Sheriff - Resolution In Support of Participating in the 2019 County-Tribal Law Enforcement Grant. To approve. See Resolutions & Ordinances.
18. Sheriff's Report. Receive and place on file.
19. Communication from Supervisors Brusky and Schadewald re: This is our request to form a Criminal Justice System Efficiency Improvement Work Group. This multi-function team would seek to identify

- opportunities to increase the justice system's operational efficiency and recommend specific actions to contain the growth and/or reduce the system's operating costs. Receive and place on file.
20. Communication from Supervisor Lefebvre re: The Brown County Board needs to do a five year plan regarding budgets. The County needs to set and prioritize which department needs more attention (money and staff) – 1 to 10 (department ranked) on this need. This way we will know what department needs will be in the future with department moving up and down on the scale. Receive and place on file.
21. Communication from Supervisor Buckley re: Have the District Attorney's Office be prepared to have a discussion on potential offenses that can/could be sent to Municipal Court for action. To hold for three months.
22. Audit of bills. To acknowledge receipt of the bills.

11. **RESOLUTIONS & ORDINANCES:**

Budget Adjustments Requiring County Board Approval

- a. Resolution Approving Budget Adjustments to Various Department Budgets.

Special Administration Committee

- b. Substitute Resolution in Place of Original June 20, 2018 Resolution Supporting the Redevelopment of the Fox River Papermaking Corridor. *Motion pending Special December 19th Admin meeting.*

Executive Committee

- c. An Ordinance to Amend Chapter 2 (County Board of Supervisors) of the Brown County Code of Ordinances by Amending Section 2.14(17) (Regarding Reconsideration). Motion at Exec: To approve.
- d. Resolution re: That the State of Wisconsin Fund Two Necessary Assistant District Attorney Positions. Motion at Exec: To amend the resolution by striking 11.46 in the second "Whereas" and replacing it with 12.76 and inserting "second" before the word "largest" in the same "Whereas"; To approve as amended.
- e. Resolution re: Increasing the Reimbursement Rate for Certified Private Attorneys that Act as Public Defenders. Motion at Exec: To approve.
- f. An Ordinance to Amend Sections 2.06(1) and 2.12(1) of Chapter 2 of the Brown County Code of Ordinances (Moving Policy Oversight of Corporation Counsel from Administration Committee to Executive Committee). Motion at Exec: To modify the oversight committee for Corporation Counsel from Administration Committee to Executive Committee.

Executive Committee and Planning, Development & Transportation Committee

- g. Resolution for Table of Organization Change in the Planning and Land Services Department and Authorization for Brown County to Administer, Operate and Manage the Brown County Housing Authority. Motion at Exec & PD&T: To approve.

Planning, Development & Transportation Committee

- h. Public Works - An Ordinance to Amend Schedule A of Section 340.0003 of Chapter 340 of the Brown County Code of Ordinances CTH D – Town of Holland (CTH D Speed Study Incl.). Motion at PD&T: To approve.
- i. Public Works - An Ordinance to Amend Schedule A of Section 340.0003 of Chapter 340 of the Brown County Code of Ordinances CTH R – Town of New Denmark – Village of Denmark (CTH R Speed Study Incl.). Motion at PD&T: To approve.

Public Safety Committee

- j. Sheriff - Resolution In Support of Participating in the 2019 County-Tribal Law Enforcement Grant. Motion at Public Safety: To approve.

12. Closed Session: None.
13. Such other matters as authorized by law.
14. Bills over \$5,000 for period ending October 31 and November 30, 2018.
15. Closing Roll Call.
16. Adjournment to Wednesday, January 16, 2019 at 7:00 P.M., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin.

Submitted by:

A handwritten signature in black ink, appearing to read "Patrick Moynihan, Jr.", with a long horizontal flourish extending to the right.

Patrick W. Moynihan, Jr.
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.



BROWN COUNTY LIBRARY

515 PINE STREET
GREEN BAY, WISCONSIN 54301-5194
www.browncountylibrary.org

SARAH A. SUGDEN
EXECUTIVE DIRECTOR

Sarah.Sugden@co.brown.wi.us
(920) 448-5810

BROWN COUNTY LIBRARY BOARD

Central Library Board Room

515 Pine Street, Green Bay, WI 54301

Thursday, December 20, 2018

5:15 p.m.

AGENDA

1. Call to Order
2. Approve/Modify Agenda and Minutes
3. Communications and Open Forum for the Public
4. Library Business
 - A. Approve Financial, and Gifts, Grants and Donation Reports
 - B. Facilities Report
 - C. Personnel Update
 - D. Communications/Programming Update
5. Approve 2019 Closures for Holidays and Staff Development Days
6. Discussion and Possible Action regarding the Resource Library Agreement
7. Discussion and Possible Action regarding Library Classification and Compensation Structure
8. President's Report
9. Library Director's Report
10. Open Session: Discussion and possible motion to convene in closed session
11. Closed Session pursuant to Wis. Stat. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session - East Branch.
12. Reconvene in Open Session: Approve any action that may have been recommended in Closed Session
13. Open Session: Discussion and possible motion to convene in closed session
14. Closed Session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Administrative Team's pay for performance.

15. **Reconvene in Open Session:** Approve any action that may have been recommended in Closed Session

16. Other Business

17. Such Other Matters as are Authorized by Law

18. Other Business

19. Such Other Matters as are Authorized by Law





20. Adjournment

Any person wishing to attend the Library Board Meeting who, because of a disability requires special accommodations, should contact the Brown County Library at 448-4400 at least one working day in advance of the meeting so that arrangements can be made. Notice is hereby given that action by the Library Board may be taken on any of the items, which are described or listed in this agenda.

John Van Dyck
Library Board President



DECEMBER 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 Public Safety 4:00 pm Admin Cmte 5:30 pm	6	7	8
9	10 Executive Cmte 5:30 pm	11	12	13 Ed & Rec 5:30pm	14	15
16	17	18 Veterans Recognition Subcmte 4:30 pm	19 Special Admin Cmte 5:45 pm Board of Supervisors 6:00 pm	20	21	22
23	24 County Board Office <i>Closed</i>	25 County Board Office <i>Closed</i>	26 Human Services 6:00 pm <i>Tentative</i>	27	28	29
30	31 County Board Office <i>Closed</i>	*There is a possibility that a Human Services Committee meeting will be held in December; watch future calendars for this.				

BROWN COUNTY COMMITTEE MINUTES

- Benefits Advisory Committee (August 23, 2018)
- Housing Authority (November 19, 2018)
- Neville Public Museum Governing Board (December 10, 2018)
- Planning Commission Board of Directors (November 7, 2018)
- Veterans' Recognition Subcommittee (November 20, 2018)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE BROWN COUNTY
BENEFITS ADVISORY COMMITTEE

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Benefits Advisory Committee** was held on Thursday, August 23, 2018 at 10:30 am in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Jill Bomkamp, Jim Dagneau, Michael Keon, Bree Madison, Sherry Officer, Louise Pfothenhauer, Erik Pritzl, Dan Process, John Vander Leest and Janelle Walton. Jason Shanda from Go365 was also present.

EXCUSED: Pat Moynihan, Jr.

1. Call meeting to order.

The meeting was called to order by Chair Louise Pfothenhauer at 10:32 am.

2. Roll Call.

Roll call was taken.

3. Approve/Modify agenda.

Motion made by Louise Pfothenhauer, seconded by Michael Keon to modify the agenda to add "new business" to the agenda. Vote taken. **MOTION CARRIED UNANIMOUSLY**

4. Approve/Modify Minutes from August 6, 2018.

Motion made by Michael Keon, seconded by Erik Pritzl to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

5. Questions and answer session with Jason Shanda of Go365.

Jason Shanda provided a brief overview of the Go365 program. Subsequent topics discussed included:

- Tobacco use (surcharge)
- Point system, attaining points and reporting requirements
- Security (on-line transmission of medical information)
- Fees – Administrative and Rewards

Jill indicated that an email was going to be sent to all employees regarding Go365 and that representatives would be on-site next Tuesday (August 28) to answer questions.

No action taken.

6. Continue review and discussion of Health Insurance Options & Strategies for 2019.

Concerns were voiced that the Go365 October 1, 2018, targeted implementation date seems aggressive and did not allow for sufficient review/evaluation by committee members or employees. Also, reporting requirements will involve a certain level of employee time commitment. It was also mentioned that the broker should be bringing different ideas to the table.

No action taken.

7. **New Business**

Questions surrounding the Benefits Advisory Committee structure were referred to Jill for further clarification.

No action taken.

8. **Next meeting is August 30.**

The next meeting was scheduled for August 30, 2018 at 2:00 pm.

9. **Adjourn.**

Motion made by Michael Keon, seconded by Erik Pritzl to adjourn at 12:26 pm. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Dan Process
Secretary

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, November 19, 2018, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Corday Goddard– Chair, Sup. Andy Nicholson, Ann Hartman and John Fenner

EXCUSED: Tom Diedrick – Vice Chair

OTHERS PRESENT: Cheryl Renier-Wigg, Stephanie Schmutzer, Matt Roberts, Patrick Leifker, Ted Matkom, Chuck Lamine, Adam Kofoed, Brown County Sup. Erik Hoyer

APPROVAL OF MINUTES:

1. Approval of the minutes from the October 15, 2018, meeting of the Brown County Housing Authority.

A motion was made by J. Fenner, seconded by A. Hartman to approve the BCHA minutes. Motion carried.

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
There were 149 preliminary applications for October.
 - B. Unit Count
The unit county for October was 2,796.
 - C. Housing Assistance Payments Expenses
The October HAP expense totaled \$1,364,531.
 - D. Housing Quality Standard Inspection Compliance
Of the 433 inspections conducted for October; 236 passed initial inspection, 69 passed reinspection, 91 failed and 37 were a no show.
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
For the month October there were 305 port outs with an associated HAP expense of \$281,970. ICS was underspent by \$5,155.25 and the FSS was overspent by \$1,131.06.
 - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
In October there were 68 active clients, 48 clients in level one; thirteen clients in level two; nine clients in level three and six clients in level four. There was one new contract signed, zero graduates, 34 open escrow accounts and 47 active homeowners.
 - G. VASH Reports (new VASH and active VASH)
For October, there were two new VASH Clients for a total 33 active VASH clients.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

For the month of October, there were no new investigation, 14 active cases and two cases closed. There were 116 new applications processed, 114 were approved and two were denied. For the breakdown of investigations by municipality: Green Bay, De Pere followed by Oneida. Application breakdown is as follows: Green Bay, De Pere, followed by Howard and Ashwaubenon.

- I. Quarterly Langan Denials report
- J. Quarterly Active Cases Breakdown
- K. Quarterly End of Participation
- L. Quarterly Customer Service Satisfaction

There are no quarterly reports for this meeting.

A motion was made by A. Nicholson, seconded by A. Hartman to receive and place on file. Motion carried.

OLD BUSINESS:

NEW BUSINESS:

3. Consideration with possible action on request from Gorman & Company for eight project based vouchers for the Printery Row project.

C. Renier-Wigg informed the Authority about the RFP for vouchers for developers, however, only one developer applied. C. Renier-Wigg gave a brief overview of the project. Included in the overview was the location of the project (Pulaski), the number of units, and the supportive services on site. The location, downtown Pulaski, is not designated a "low income" area, which helps with the goal of deconcentrating poverty. S. Schmutzer, K. Cisneroz, Block Grant Coordinator for the City, and J. Fenner reviewed the RFPs. This project scored 91 out of 100 points. Ted Matkom is here from Gorman & Company to answer any questions regarding their project.

A motion was made by A. Nicholson, seconded by J. Fenner to open the floor. Motion carried.

T. Matkom, Gorman & Company, gave a presentation on the Printery Row project. He gave a brief history of the property. Other information included that the PBVs used will be for the one-bedroom units; however, are willing to use them for two-bedroom units as well; the unit mix, financing, which includes WHEDA and Historic Tax Credits, cost of the project and a time line for the project.

A discussion then ensued between Authority members. Information included the number of units, LSS will be handling the supportive services, the number of vouchers requested, market rate units, target market.

A motion was made by A. Nicholson, seconded by J. Fenner to close the floor. Motion carried.

A motion was made by J. Fenner, seconded by A. Hartman to approve eight project based vouchers for the Printery Row project. Motion carried (3-1; A. Nicholson voting nay).

4. Consideration with possible action on approval of the ICS budget.

M. Roberts presented the ICS budget to Authority members. A. Nicholson asked if there was anything that stood out. M. Roberts stated no. M. Roberts briefly went through the budget and highlighted a few areas. This included the increase port out admin fees. M. Roberts stated their budget is based off of the actual usage from the year before. The other increase comes from

the salary line, where they applied a 1.9 percent salary increase. The overall budget increased 1.5 percent from last year with a healthcare increase of only one percent.

A. Hartman wanted to know why there are so many port outs. M. Roberts stated it is the trend and as the lease up increase so do the port outs.

A. Nicholson asked what would happen if they only budged \$100,000 for port outs. M. Roberts stated that they would be underfunded and would have to use their reserves to cover costs. A. Nicholson asked what if they didn't use the reserves. M. Roberts stated they would still port out and HAP will cover the assistance part of it; which then would make ICS underfunded for their salary and benefit lines. S. Schmutzer stated that HUD sets the amount that is charged back.

A conversation continued regarding the increase in port outs. A. Hartman clarified with M. Roberts that the fee has to be paid because you cannot force another municipality to absorb the voucher. S. Schmutzer stated that was correct. A. Nicholson then asked what would happen if there was no voucher. C. Renier-Wigg stated if HUD changed the rules, they would just have to stay here.

A motion was made by A. Nicholson, seconded by A. Hartman to approve the ICS budget. Motion carried.

5. Consideration with possible action on determination of administrative responsibilities of the BCHA.

Chuck Lamine, Brown County Planning Director, presented a resolution to Authority members to allow for C. Lamine to become Executive Director of the BCHA and allow for Brown County to take over the administrative responsibilities. Information presented included creating a full-time Housing Administrator position, budgeting and creating office space. C. Lamine stated they have spoken to HUD regarding items needed to allow for this switch to happen. He did inform Authority members that he would have to apply for a waiver through BCHA as he does own a duplex and has Section 8 tenant. He stated that the next step, once this resolution is approved, is to create a memorandum of understanding between the County and the BCHA to keep moving forward. He stated this is a good fit and Brown County will do a good job for the BCHA. He then gave a brief background of himself and Adam Kofoed and stated what they can bring to the BCHA.

C. Goddard asked if they could speak to the Authority about some of the opportunities of having a full-time Housing Administrator. C. Lamine informed Authority members of what they expect from the Housing Administrator and the future development opportunities in and outside the City of Green Bay. However, the first hurdle that needs to be tackled is to get approval from the BCHA to allow for administration duties to be transferred to Brown County. C. Lamine also stated that he would like to partner up with the Veteran's Services Office to better serve Veterans.

J. Fenner asked if C. Lamine would be the Executive Director. He stated yes. A conversation then ensued between Authority members, staff and C. Lamine regarding the hiring of the Executive Director. It was again explained by C. Renier-Wigg and C. Lamine that the resolution they are voting on would be appointing C. Lamine as Executive Director. If the Resolution does not pass, C. Lamine will not be Executive Director and BCHA administrative duties will stay with the City. C. Renier-Wigg informed C. Lamine that both J. Fenner and A. Hartman expressed interest in the hiring of the Housing Administrator.

A conversation continued regarding HUD requirements for the BCHA. C. Goddard clarified that if they authorize the resolution, they are voting C. Lamine as the Executive Director. C. Renier-Wigg stated that was correct.

C. Goddard clarified with C. Lamine that after they vote on this resolution, he will come back for them to vote on a more formal organization. C. Lamine stated yes. J. Fenner, again, stated that this vote would be voting in C. Lamine as Executive Director, and he wants "everything" on paper before moving forward. C. Renier-Wigg asked J. Fenner what he wants to add. J. Fenner stated he wants to see the HUD paperwork. She asked J. Fenner for specifics as she has already spoken to HUD. He wants a memo drafted by Scott at HUD. C. Renier-Wigg stated that it's the Housing Administrator position they want to be more involved with as the Executive Director is an overseer. She again explained the resolution and the information needed. However, if the board is not interested in Brown County taking over, they are not going to put in all the work ahead of time.

A. Nicholson asked what the next step will be if this is approved. C. Lamine stated that if it's passed, they would be going to the Planning & Development Transportation Committee and then to the County Board. This will allow for them to create the intergovernmental agreement, which will be funded through BCHA money. Once the resolution moves through the correct committees, the Governmental Agreement will then come back to the BCHA.

A motion was made by A. Nicholson, seconded by A. Hartman to approve the resolution for the administrative responsibilities for the BCHA. Motion approved.

6. Consideration with possible action on approval of the BCHA annual budget and budget resolution 18-02.

C. Renier-Wigg stated this budget will not reflect allocating money for housing projects or programs. Since the County will need time to learn the HUD procedures, they requested not making these allocations at this time.

S. Schmutzer stated she has already taken into account all the changes that have been presented in their information and incorporated into their budget. The only item outstanding is that they added money to Sundry Admin – Miscellaneous. This budget line is for S. Schmutzer and C. Renier-Wigg for time spent helping the county after the first of the year with the transfer of responsibilities to keep things moving forward.

A motion was made by A. Nicholson, seconded by A. Hartman to approve the BCHA annual budget and budget resolution 18-02. Motion carried.

BILLS AND FINANCIAL REPORT:

7. Consideration with possible action on acceptance of BCHA bills.

S. Schmutzer presented the BCHA Bills. She stated there is a check going to First American Title, for the Admiral Court Purchase by NeighborWorks. They are closing on Wednesday.

A motion was made by A. Nicholson, seconded by A. Hartman to approve the BCHA bills.

8. Consideration with possible action on acceptance of BCHA financial report.

S. Schmutzer presented the financial report.

A motion was made by A. Nicholson, seconded by A. Hartman to approve the BCHA financial report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

9. Date of next meeting: December 17, 2018.

C. Renier-Wigg stated that T. Diedrick was not at the October meeting as he had some medical issues. He is hoping to be back at the December meeting.

A motion was made by A. Nicholson, seconded by J. Fenner to adjourn. Motion carried.

NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG

PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, December 10, 2018 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Bernie Erickson, Sandy Juno, Tom Sieber, Paul Ballard, Terri Trantow and Kramer Rock
ALSO PRESENT: Kasha Huntowski, Kevin Cullen and Beth Lemke
EXCUSED: Kevin Kuehn and Erik Hoyer

CALL MEETING TO ORDER

1. Vice Chair Erickson, called the meeting to order at 4:31PM.
2. **APPROVE/MODIFY AGENDA**
Motion made by Tom Sieber and seconded by Sandy Juno to approve the agenda.
Vote taken. **MOTION APPROVED UNANIMOUSLY.**
3. **Museum Director Report.** Museum Director Lemke reported that the month of November had not closed at the time of the meeting. She shared in her reforecast likely small deficit for FY18 due to lackluster photograph sales, not achieving room rental budgeted amount and static gate. Additionally, she mentioned the department would need to factor in casual time pay out. She will be monitoring expenses closely for the remainder of December.

Museum Director Lemke had hoped to have an update on the ROM budget and next steps from Bluewater Studio post November 30, 2018 meeting however, no update had been provided at the time of meeting. The November 30, 2018 meeting intent was to use the essential components and decisions already made to find different directions to take them in order to reduce cost. The meeting was an open-ended exploration of ideas and directions could help the budget footing. In attendance from Bluewater Studios was Erich Zuern Executive Producer, Katherine Molineux, Principal Consultant, Lord Cultural Resources and James Bruer, Founding Partner, WeatherstonBruer Associates.

Museum Director Lemke thanked Deputy Director Kevin Cullen for coordinating the construction of the Neville Public Museum Downtown Green Bay Parade float as well as Guest Services Coordinator Laura Pickart for decorating the 2018 Connect Inc. Cancer Concierge Christmas Tree in the theme of the folktale *The Mitten*.

Museum Director Lemke shared the request by the Kenosha Public Museum for a short-term loan of a cavalry carbine carried by a 1st Wisconsin Cavalry trooper for the duration of August 2019-December 2019. The request would be contingent on the cavalry carbine not being on display in an internally created exhibit *Guns and Gowns* opening in the fall of 2019. Additionally, she shared that current exhibit *Delay of Game: Experiences of African American Football Players in Titletown* Curator Lisa Kain was submitting paperwork for American Alliance of Museum label award consideration, as well as American Association of State and Local History and Wisconsin Historical Society Award of Merit.

Finally, Museum Director Lemke shared the interest of Supervisors Borchardt and Tran in meeting to learn more about the Neville's Collection and how it might be able to be utilized within the County. She reminded the

Board about Accreditation Standards of loaning 3-d artifacts to other like institutions. Museum Director Lemke shared that she was working on setting up a time to tour the exhibit *Our Brown County* in early 2019 and discuss how the stories within that space could continue to live on after the physical display was taken down. Discussion ensued, no further action taken

4. Such other matters as authorized by law: The Board reviewed the 2019 meeting dates and recommended to keep them as listed below. Museum Director Lemke thanked Supervisor Tom Sieber and Neville Public Museum Foundation Past Chair Terri Trantow for their years of service on the Board, their dedication to the institution, staff, and mission. She promised them she would keep them updated on the progress and future goals.

Next meeting of the Neville Public Museum Governing Board will be January 14, 2019
at 4:30pm.

2019 meetings dates are as follows:

February 11, 2019

March 11, 2019

April 8, 2019

May 13, 2019

June 10, 2019

July 8, 2019

August 12, 2019

September 9, 2019

October 14, 2019

November 11, 2019

December 9, 2019

5. Adjournment. Vice Chair Erickson called the meeting to an end at 4:54PM.
Motion made by Tom Sieber and seconded by Sandy Juno to approve.
Vote taken. MOTION APPROVED UNANIMOUSLY.

Minutes
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, November 7, 2018
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>X</u>	Kathleen Janssen	<u>X</u>	Glen Severson	<u>X</u>
Brian Brock	<u>X</u>	Dotty Juengst	<u>X</u>	Ray Suennen	<u>X</u>
Norbert Dantine, Jr.	<u>X</u>	Dave Kaster	<u>X</u>	Norbert Van De Hei	<u>X</u>
Bernie Erickson	<u>X</u>	Michelle Kerr	<u>X</u>	Jason Ward	<u>X</u>
Kim Flom	<u>X</u>	Patty Kiewiz	<u>Exc</u>	Matthew Woicek	<u>X</u>
Steve Grenier	<u>X</u>	Aaron Linssen	<u>X</u>	Reed Woodward	<u>Exc</u>
Mark Handeland	<u>Abs</u>	Michael Malcheski	<u>Exc</u>		
Matthew Harris	<u>X</u>	Austin Miloszewicz	<u>Exc</u>		
Frederick Heitl	<u>X</u>	Gary Pahl	<u>X</u>	Br. Co. Board- Rural (Vacant)	
Phil Hilgenberg	<u>Exc</u>	Terry Schaeuble	<u>Abs</u>	City of Green Bay (Vacant)	

Others Present: Chuck Lamine, Lisa Conard, Devin Yoder, Dan Teaters, and Kathy Meyer.
Public audience: Lee Novak and Chad Fradette

1. Approval of the minutes of the October 3, 2018 regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by G. Pahl and seconded by G. Severson to approve the minutes of the October 3, 2018 regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. **Public Hearing:** Amendment to the 2040 Brown County Sewage Plan – Major ESA Amendment.

D. Teaters opened the public hearing.

D. Teaters asked if anyone wished to speak.

Lee Novak with Robert E. Lee & Associates Inc., representing the Village of Wrightstown. L. Novak stated he assisted with the amendment and the paperwork documentation that was submitted to Brown County Planning. Mr. Teaters shared the staff report, and we agree with the staff report and I am here to answer any questions. Mr. Fradette from Evergreen Consultants LLC is here as well. Mr. Fradette assisted with the amendment and the proposed improvement to the river bank.

D. Teaters asked a second and third time if anyone else wished to speak. Hearing no further comment, D. Teaters closed the public hearing.

3. Discussion and action regarding an Amendment to the 2040 Brown County Sewage Plan – Major ESA Amendment.

D. Teaters provided an overview via PowerPoint.

D. Teaters summarized the staff report.

D. Teaters stated the project is occurring within the Village of Wrightstown and right on the Fox River, adjacent to STH 96 bridge. The construction activity is associated with a utility extension that includes a sanitary sewer line and a water line. D. Teaters explained that the utility work was identified as a permitted use within the ESA; however, the vegetation removal and the proposed stream bank stabilization on the parcels south of STH 96 was determined to be separate from the utility project. BCPC staff determined that an ESA amendment would be required for the stream bank stabilization work.

D. Teaters reviewed the existing conditions on the site and proposed improvements for the ESA amendment on the stream bank.

Staff is recommending approval of the major ESA amendment subject to the conditions outlined in the staff report.

D. Teaters opened the floor up for questions.

Questions asked about the hill and what measures will be taken to shore up the hill. D. Teaters explained that the stream bank will be redesigned using a combination of riprap and native plant species to keep erosion to a minimum on the steep banks.

A motion was made by D. Juengst and seconded by G. Pahl to open the floor. Motion carried.

Lee Novak with Robert E. Lee & Associates Inc., 1250 Centennial Centre Blvd., Hobart, WI. As Mr. Teaters explained in the initial presentation, the sanitary and water is going to be in the flat section, probably about 30-40 feet away from the top of the bank going down to the rivers. The sanitary and water will be about 7 feet deep and running on grade. So there should be no effect of the installation of that with the riverbank then with the riverbank stabilization, it will be exactly as we described it. The riprap will be placed from elevation to 594 to elevation 601. DNR did determine that the ordinary high water mark is at elevation 599, 100 year flood is at 601 so they are only allowing the riprap to be placed two feet above the ordinary high water mark but it comes down below the waterline, then that riprap will be covered with curlex matting, top soil and replanted, so you really won't see any exposed riprap. The riprap will be there with stabilization but then Mr. Fradette company's expertise, they'll be putting the deep rooting prairie grasses intermixed with riprap as well to stabilize and hold that bank for out into the future. Then when we're looking at the stormwater, we're looking at collecting everything, doing some underground storage, running it through a rain garden and file retention area and then with the single discharge. With the collection of the entire storm water coming up the upper hill into a storm sewer system with proper storage and proper treatment its going to be a huge improvement from what is there now.

G. Pahl asked if the soil that is put back into the trench is it going to be compacted. Lee Novak indicated yes. Lee Novak indicated that we're not near that upper hill, there is about an 80 foot flat section, we're about in the middle.

D. Juengst asked why the reason for ESA setbacks. D. Teaters explained that through the coordination with the DNR as well as other rules and laws, we put together the setback areas, and then we institute them through the sewage plan and sub-division ordinance.

D. Juengst asked why the vegetation had to be removed. D. Teaters explained that the reason the vegetation was removed was that the sewer lines were going in, and some of the vegetation had to be removed. On this particular property where we're doing the ESA amendment on, the stream bank was in bad shape and the hillside was in bad shape, the vegetation had to be removed in order to assess the condition. We knew that erosion was occurring, we could see the channeling, but they didn't know how bad it was, the vegetation was very thick. D. Teaters stated that Lee Novak and others actually assessed the stream bank from water level, and they determined that there was an issue right at the stream bank.

D. Juengst asked about the side of the bridge where the utility project is occurring if that is also part of an ESA and if an ESA Amendment is required. D. Teaters explained that that public infrastructure and utilities are identified as permitted in the Compatible Activities and Uses Section and in Appendix C of the 2040 Brown County Sewage Plan.

G. Pahl asked if the sewer line was going under the river. D. Teaters explained that they are pulling it from the north-east corner and running it perpendicular to the river down to Green Street, it encompasses about a 1,000 feet of sewer line, and then the water line is going from dead-ends to a loop water line. D. Teaters stated a major improvement. Lee Novak stated a new 14" waterline under the river, completed and reconnected. Lee stated there was no land disturbance, they contacted the DNR,, and no permitting was required.

D. Teaters stated that within the staff report, included in the agenda packet, in the conditions of approval, any future development must meet and be consistent with all pertinent Army Corps of Engineers, Wisconsin DNR, Brown County, and the local municipality rules and regulations.

A motion was made by G. Pahl and seconded by J. Ward to return to regular order. Motion carried.

D. Teaters noted that the next step in the process, if the Planning Commission tonight approves the major ESA amendment, is that it does require the DNR approval as well. The staff report will be updated with the public hearing minutes as well as the decision from tonight and sent to the DNR for their review and approval.

A motion was made by S. Grenier and seconded by G. Pahl to approve the Amendment to the 2040 Brown County Sewage Plan – Major ESA Amendment with conditions stipulated in staff report. Motion carried.

4. Discussion and action regarding the Citizen Participation Plan for the Brown County Comprehensive Plan Update.

D. Yoder stated that based on the feedback from the October BCPC meeting, he and D. Teaters revised some of the language.

Discussion occurred on having utility companies involved in the planning process.

A motion was made by G. Pahl and seconded by K. Flom to adopt the Citizen Participation Plan for the Brown County Comprehensive Plan Update. Motion carried.

5. Discussion and action regarding the Draft 2019 Green Bay MPO Transportation Planning Work Program.

L. Conard highlighted key work program activities.

L. Conard stated Metropolitan Planning Organizations are required to develop an annual work program. L. Conard pointed out two projects being proposed for 2019.

Green Bay MPO 2045 Long-Range Transportation Plan Update

The current Green Bay MPO 2045 Long-Range Transportation Plan was approved by the BCPC Board of Directors (as the MPO Policy Board) on October 7, 2015. Because federal transportation law requires the MPO plan to be updated every five years, MPO staff intends to begin the plan update process in 2019.

In 2019, MPO staff will form a Long-Range Transportation Plan Technical Advisory Committee, collect background information and public input, develop plan goals and objectives, and work with WisDOT to update the long-range travel demand model for the Green Bay MPO planning area. The plan update must be approved by October of 2020.

Port of Green Bay Opportunities Study

The decommissioning of the Pulliam Power Plant in the City of Green Bay may provide an opportunity to expand port operations near the Bay of Green Bay. One of these opportunities may be the establishment of the intermodal shipping terminal that has been recommended in MPO plans for many years. This study will examine the viability of this and other potential opportunities to expand port operations in the Metropolitan Planning Area.

A motion was made by G. Pahl and seconded by M. Harris to approve the Draft 2019 Green Bay MPO Transportation Planning Work Program. Motion carried.

6. Director's Report

a) Brown County Housing Authority – C. Lamine provided the history of the Brown County Housing Authority (BCHA). C. Lamine stated that the City will no longer be managing the BCHA effective January 1, 2019 and that effective January 1, 2019 it is proposed that Brown County Planning and Land Services will be administering the programs of the BCHA.

b) 2019 Budget – C. Lamine stated that the 2019 budget was adopted.

C. Lamine stated that the STEM Innovation Center is proceeding but there has been delays due to weather.

7. Brown County Planning Commission staff updates on work activities during the month of October.

A motion was made by B. Erickson, and seconded by D. Kaster to receive and place on file the staff updates for October 2018. Motion carried.

8. Other matters

S. Grenier stated that Webster Avenue is under construction.

9. Adjourn.

A motion was made by B. Erickson and seconded by J. Ward to adjourn. Motion carried.

The meeting adjourned at 7:30 p.m.

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
November 7, 2018**

October 2018 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Coordinated and attended the Brown County Planning Commission meeting October 3.
- Attended Economic Development Committee Department Head meeting with County Executive.
- STEM Innovation Center Building Project Management:
 - Met with The Einstein Project to discuss the building lease agreements.
 - Several meetings with County Executive and various County representatives regarding development of the Brown County Research and Business Park and the STEM Innovation Center Building.
 - Attended weekly Construction Progress Meetings with construction and architecture representatives.
 - Reviewed contractor supplier specifications with architect and Brown County Facilities staff.
 - Reviewed project change order requests.
 - Addressed unsuitable soil conditions issue on the site.
- CDBG Housing program:
 - Assisted the Senior Planner – Housing with 2017 grant administration for State CDBG Housing Rehabilitation program.
 - Assisted Senior Planner - Housing with project coordination.
 - Developed county Board resolution to enable application for CDBG Housing Emergency grant funds due to recent storm conditions.
- Coordinated with Senior Land Use Planner regarding Sewer Service Area Plan questions and Environmentally Sensitive Area (ESA) protection.
- Attended several coordinating meetings to discuss implementation of the new land records computer system (LandNav) with PALS, Technical Services, and Treasurer's Office staff.
- Personnel:
 - Reviewed personnel evaluations
 - Reviewed class and compensation study results
- Coordinated a Brown County Revolving Loan Fund Committee meeting on October 11. Packaged a Brown County Economic Development Revolving Loan that was approved for Zambaldi Brewery in the Village of Allouez.
- Coordinated and led Planning and PALS Managers staff meetings.
- Met with City of Green Bay Planning staff regarding Brown County Housing Authority (BCHA) staffing.
 - Reviewed budget
 - Reviewed staffing needs
 - Contacted HUD – Milwaukee office
 - Discussed with Chairman of the BCHA
- Coordinated with Senior Planner and Corporation Counsel regarding Open Records Request.
- Participated in a listening session hosted by Congressman Mike Gallagher regarding transportation projects in Brown County as well as federal transportation funding and policy.

Other Brown County participants included the County Principal Transportation Planner and County Executive.

- Attended County Executive 2019 Budget presentation at the Museum.
- Attended and Chaired the Green Bay/Brown County Professional Football Stadium District meeting October 8.
- Attended and presented the PALS budget at the PD&T Committee meeting Oct. 9.
- Attended Brown County 200th Birthday Celebration at Museum Oct 26.
- Participated in a teleconference with the County Principal Transportation Planner and SRF Consultants regarding the status of FHWA's review of the Preliminary Engineering and Operations Report (PEOR) for the Southern Bridge EIS's Interstate Access Justification Report.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Developed the Long-Range Planning chapter of the Draft 2019-2023 Transit Development Plan (TDP).
- Reviewed and commented on the draft chapters of the 2019-2023 TDP.
- Participated in a monthly call-in meeting with representatives of the City of Green Bay, Green Bay Area Public School District, Live54218, and the project consultant for the Green Bay Area Public School District/City of Green Bay Safe Routes to School - Bicycle and Pedestrian Plan.
- Developed the draft plan/application for Brown County's 2019 Specialized Transportation Assistance for Counties (Section 85.21) Grant and distributed the draft plan/application to WisDOT and the proposed funding recipients for review and comment.
- Developed a public hearing notice for Brown County's 2019 Section 85.21 Program plan/application.
- Collected and recorded ridership and financial data from the current Brown County Section 85.21 Program funding recipients for August and September. Also collected reimbursement requests from the recipients for August and September and forwarded them to the PALS Administrative Coordinator for processing.
- Developed a Section 85.21 Program transportation service ridership report for the third quarter of 2018 and submitted it to WisDOT.
- Made revisions to the Draft 2019 Transportation Planning Work Program after participating in a work program review teleconference with representatives of WisDOT and the Federal Highway Administration (FHWA).
- Presented a proposal for MPO staff to complete the Village of Hobart Pedestrian-Bicycle Master Plan to the Hobart Community Development Authority. Following this meeting, I developed a scope of services for the plan and sent it to village staff for review and comment.
- Developed a PowerPoint summary of the federal Section 5310 Program and presented it to the BCPC Board of Directors.
- Developed CY 2019 Section 5310 Program funding award notification letters and sent them to the funding recipients and WisDOT.
- Prepared for and participated in a teleconference with the County Senior Transportation Planner, representatives of Wisconsin's other MPOs that have more than 200,000 people, and representatives of FHWA to discuss the status of FHWA's Surface Transportation Block Grant (STBG) funding analysis. The analysis is being done to determine the amounts of STBG funding to which the state's MPOs are entitled before the end of the current federal transportation law (the FAST Act) in 2020.
- Participated in a teleconference with the County Planning Director and SRF Consultants regarding the status of FHWA's review of the Preliminary Engineering and Operations Report (PEOR) for the Southern Bridge EIS's Interstate Access Justification Report.

- Participated in a listening session hosted by Congressman Mike Gallagher regarding transportation projects in Brown County as well as federal transportation funding and policy. Other Brown County participants included the County Planning Director and County Executive.
- Spoke to the Allouez Sunrise Optimist Club about the history and status of the Southern Bridge project. Also talked about other transportation projects in the county and answered questions from club members.
- Arranged to borrow video traffic counters to collect data for a study of Webster Avenue between Greene Avenue and Broadview Drive in Allouez. The study area includes the interchange with STH 172.
- Developed a staff report and PowerPoint summary regarding the Critical Urban Freight Corridors (CUFC) system and presented them to the BCPC Board of Directors. Following this presentation, I submitted the BCPC Board's preferred CUFC route designation for the Green Bay Urbanized Area to WisDOT and FHWA.
- Collected and studied anonymous student address data for the West De Pere and De Pere School Districts to see if the data suggest that revisions to the locations of crossing guards should occur. The data were collected and studied following discussions with City of De Pere staff.
- Prepared for and participated in a meeting with the County Senior Transportation Planner, Green Bay Metro Director, and Mobility Manager of Brown County to discuss details regarding the Specialized Transportation Voucher Pilot Project.
- Prepared for and participated in a meeting with private transportation providers who may be interested in participating in the Specialized Transportation Voucher Pilot Project. The meeting was facilitated by the Mobility Manager of Brown County.
- Completed the MPO's report and reimbursement request to WisDOT for the third quarter of 2018. Also prepared a transportation expense report for the third quarter and submitted it to the Brown County Administration Department.
- Developed a resolution for the Green Bay Urbanized Area's 2019 Transportation Safety Performance Targets. The resolution will be presented to the BCPC Board for approval consideration in December of 2018.
- Participated in the October Brown County Traffic Safety Commission meeting.
- Worked with other Brown County Planning and Land Services (PALS) Department staff to plan and set up the PALS Department's displays at Brown County's 200th birthday celebration at the Neville Public Museum. Also staffed the displays with other PALS staff.

The recent major planning activities of Lisa Conard, Senior Transportation Planner:

- Finalized the *2019-2023 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
 - Developed PowerPoint and presented draft to the BCPC Board of Directors.
 - Completed fiscal constraint demonstration
 - Submitted TIP to FHWA, FTA, and WisDOT for final approval consideration.
- Provided FHWA staff with requested information regarding past STBG funded projects as a follow-up to WisDOT's change management policy.
- Continued work on the *2019-2023 Green Bay Metro - Transit Development Plan* to be issued in 2018.
 - Finalized draft.
 - Scheduled public review and comment period.
 - Wrote legal notice.
 - Prepared social media posts.
 - Developed PowerPoint.

- Presented draft to the Green Bay Transit Commission.
 - Held public informational meeting and hearing and answered questions from the public.
- Continued to collaborate with the Brown County Mobility Coordinator regarding new Brown County Voucher Program. Reduced cost travel vouchers will be made available to Brown County seniors and those with qualifying disabilities to offset the cost of private pay rides (taxis) when other services are not available. Attended meeting hosted by Mobility Coordinator to solicit private operators for the program. The program officially opened on October 22.
- Updated MPO policy and technical advisory committee membership Title VI profiles.
- Updated MPO's public participation contact list.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Participated in the October 23 meeting of the NE WI Regional Access to Transportation Committee. The purpose of the committee is to address issues relating to transportation for low income populations, seniors, and individuals with disabilities. Emphasis is placed on coordination and funding.
- Participated in the Brown County Planning Commission Board of Directors meeting on October 3.
- Participated in the Green Bay Transit Commission meeting on October 24.
- Participated in MPO staff and BCPC staff meetings as necessary.

The recent major planning activities of Dan Teaters, Senior Planner:

Projects

- Town of Holland Comprehensive Plan Update
 - Attended the Town Planning Commission meeting to present and answer questions related to the Comp Plan update and the approval of the resolution.
 - Printed and distributed draft documents to BC Library and Town Clerk.
- Certified Survey Maps (CSMs)
 - Began Review of 9 new CSMs
 - Completed review of 10 CSMs
 - Signed and filed 9 CSMs
 - Cursory review for City of De Pere and City of Green Bay
 - C of De Pere: 0
 - C of Green Bay: 1
- Plats
 - Preliminary Plats
 - Began review of 1 preliminary plat
 - Completed review of 1 preliminary plat
 - Final Plats
 - Began review of 1 final plat
 - Completed review of 2 final plats
- ESA Amendments
 - Completed 1 Major ESA Amendment
 - 0 ESA Plan Correction
 - Completed review of 0 Minor ESA Amendment
 - 2 site visits to assess ESA conditions
 - Uploaded 0 ESA amendments to WDNR SWIMS account
- Sewer Service Area Amendments (SSA)
 - Began review of 1 Minor SSA amendment (Lawrence)

- Water Quality Management (WQM) Letter
 - Completed 1 review/letter
- Submitted a WI Coastal Management Grant Application
- Brown County Comprehensive Plan
 - Constructed a blog site to serve as the “Home Base” for public participation and news releases.
- Assisted 72 members of the public or local communities with inquiries related to Farmland Preservation, zoning, natural resources, and/or land division questions.
- Provided additional planning services and ESA related duties, including advice on inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- Attended the Clean Bay Backers event for stormwater mgt. designs – 10/5/18
- Met with property owners to discuss an ESA violation – 10/10/18 & 10/26/18
- Attended the NE WI Chapter of Land Surveyors meeting to present information related to Brown County ESA's – 10/18/18
- Attended a meeting with BC Planning staff and ESRI staff to discuss ArcGIS for Advanced Planning to determine if the products could be used for the Brown County Comp Plan Update – 10/23/18
- Attended the Brown County 200th Birthday Party – 10/26/18
- Attended a mobile meeting with the Village of Wrightstown Town Board, ACOE, WDNR, BC Land & Water Conservation Dept., and BC Zoning Dept. to discuss drainage issues/concerns in various locations within the Town of Wrightstown.
- Attended Town of Holland Planning Commission Meeting 10/1/18

The recent major planning activities of Devin Yoder, Senior Planner:

General Planning/Local Assistance

- Attended regular BCPC staff meetings.
- Assisted reviewing CSMs for final signature.
- Updated Town of Pittsfield's zoning map.
- Created a population map for Health and Human Services Dept. for a drug prevention grant application.
- Met with other BCPC staff to plan for BC PALS participation in the BC 200th birthday celebration.
 - Helped staff a Planning Commission table at the event.
- Attended the American Planning Association's Wisconsin Chapter annual conference in Madison on October 8th and 9th.
 - Attended sessions about industrial redevelopment, community engagement for comprehensive planning, new technology in planning, and Wisconsin planning legal updates around new state legislation and judicial decisions over the past year.
- Worked with other BCPC staff to apply for a 2019 Wisconsin Coastal Management Program grant.
 - The application proposes to create a watershed plan for the Baird Creek watershed. This effort will assist the Brown County Land and Water Conservation Department in completing plans for all the subwatersheds in the Lower Fox River Basin. If the grant is awarded, staff would begin the work in July of 2019.

Brown County Comprehensive Plan

- Developed project scope and timeline for completion, tentatively projected for fall of 2019.

- Worked with other staff to revise CPP (Citizen Participation Plan) to present to the BCPC at the October meeting.
- Worked with other staff on developing the website.

Safe Harbors Study

- Completed quarterly reporting to WDOA for grant progress.
- Continue writing report for study.
- Site visits to public launch areas.
- Attended Renard Island end use design charrette and presentation on October 17th and 18th.

Town of Wrightstown Comp Plan

- Reviewed all final draft chapters with the Town Plan Commission on October 1, 2018.
 - Staff will collect final comments from the plan commission members at the November meeting.
- Visited several sites in the Town that are having, or have recently had, stormwater issues on October 29th, in an effort to help the Town figure out the different options for future action on this issue.

Town of Green Bay Area Development Plan

- Presented comments and concerns at the October plan commission meeting on October 16th.
 - BCPC staff will work through more design alternatives that could be used in an overlay zone at the November meeting.
- Met with the Town's lawyer on October 5th to review draft ordinance language, and highlight any other possible issues.

Brown County Chapter 980 Committee

The 980 Committee is part of WI State Statutes §980.08 (supervised release for sexually violent persons), which requires that the county of residence for a person subject to release as directed by a court in that statute shall establish a committee to prepare a report identifying a residence for that person to be released to. The committee must include a local probation or parole officer, Corporation Counsel, and the department responsible for land information. The statute establishes criteria for release, and sets distances for how close the person under supervised release shall be allowed to different community facilities and locations.

- Met with the Brown County 980 Committee on October 5th.
- Updated map of 1,500' buffer areas for the committee.

The recent major planning activities of Todd Mead, Senior Housing Planner:

- Prepared and ordered one (1) interim site inspection for a Northeastern Wisconsin Community Development Block Grant (CDBG) Housing Loan Program client.
- Prepared and ordered one (1) initial Housing Quality Standard (HQS) inspection for a CDBG client.
- Prepared and ordered seven (7) final site inspections for CDBG clients.
- Prepared and ordered one (1) lead-based paint clearance for a CDBG client.
- Met with six (6) CDBG clients and the contractors to prepare them for their future rehabilitation projects.
- Opened two (2) new CDBG applications.
- Prepared and closed seven (7) CDBG Housing Rehabilitation Loans.
- Prepared one (1) CDBG Environmental Review.

- Prepared and corresponded with four (4) bid documents to CDBG applicants for future rehab projects.
- Reviewed and prepared one (1) mortgage amendment for an existing CDBG client due to project final changes.
- Reviewed and prepared one (1) mortgage loan satisfaction for an existing CDBG client due to project change orders or payoffs.
- Continued training our Planner I – Housing Position.
- Attended staff meetings.
- Prepared for and attended a Brown County Lead Coalition Meeting.
- Prepared for and attended a Brown County Lead Coalition booth at a Downtown Green Bay Saturday Morning Farmer's Market to promote lead-based paint awareness.
- Prepared for and attended an APA Planning Workshop in Madison.
- Prepared, organized and submitted 3rd Quarter CDBG reporting to Wisconsin Dept of Administration (WDOA).
- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County RLF Program.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.

The recent major planning activities of Adam Kofoed, Planner I Housing:

- Prepared and ordered two (2) housing quality standards (HQS) inspections for NE Wisconsin Regional Community Development Block Grant (CDBG) clients.
- Prepared documents for two (2) loan closing meetings.
- Assisted Todd with two (2) CDBG clients' loan closings and closed one (1) loan as the main notary closer.
- Finalized and completed one (1) change order and met with the clients to amend their loan.
- Opened and reviewed three (3) new CDBG applications.
- Assisted in preparing and closing three (3) CDBG Housing Rehabilitation Loans.
- Prepared and sent eight (8) CDBG Housing Rehabilitation Loan Applications.
- Organized seven (7) loan files for potential State of Wisconsin DOA audit reviews.
- Prepared and corresponded with five (5) bid document(s) to CDBG applicants for future rehab projects.
- Prepared and received approval for emergency review procedures on three (3) urgent rehabilitation loans.
- Attended staff meetings.
- Maintained new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.
- Updated the NE Wisconsin Rehabilitation Loan Program contractor contact list to assist clients with receiving bids.
- Started researching and preparing documents on the role of housing authorities.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Continued to assisting Public Safety Communications (PSC) with the 911 Computer Aided Dispatch project, addressing & street issues, and other tasks. Ran several “refreshes” to update information in the new system for testing purposes. Also participating in most weekly conference calls. Working with local municipalities, police, and fire departments to verify response recommendations and code them into GIS. This continues to be a focus.
- Continued to participate in the Land Records System upgrade project. Participated in meetings as needed.
- Nearly completed a 3-year Land Information Plan as required by state program statutes. Performed a “peer review” on two other county plans (Dane and Milwaukee).
- Made thousands of edits to the GIS database (addresses, streets, fire/police areas, etc.)
- Assisted the planners with the county comprehensive planning effort.
- Participated in Brown County’s 200 year celebration at the museum
- Provided GIS information for various county departments as needed.
- Created a new “sex offender restriction zone” map for the Town of Morrison
- Provided GIS data or other services for private businesses, local governments, state and federal agencies.
- Assisted many other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

The recent major planning activities of Ker Vang, Planner I (GIS/Transportation):

- Assigned an address in the Town of Pittsfield.
- Obtained bus stop data from Green Bay Metro. Converted bus stop data into excel format and geocoded the bus stop locations.
- Provided current bus stop locations to a staff at the Village of Bellevue.
- Provided current bus route data to a staff at Bay Lake Regional Planning Commission.
- Calculated total population within the paratransit area boundary in the Village of Bellevue and City of Green Bay using the 2010 Census data for Green Bay Metro.
- Updated route 12 map (departure and arrival times for Saturday schedule).
- Updated routes 5, 7, and 13 in the transit route guide and maps that are distributed to the bus drivers.
- Updated transit route maps 5, 7, and 13 and Title VI maps for the 2019-2023 Transit Development Plan.
- Created a map showing the Full Service Route System and the parks that are participating in the city’s Chill Chaser for Green Bay Metro.
- Geocoded student address locations and created maps identifying student within 1 mile and 2 miles radius of each school in the west and east De Pere school districts. Created a shape file layer identifying the locations of crossing guard and mapped the crossing guard locations with the student address locations.
- Participated in the webinar, Addressing Bicycle-Vehicle Conflicts with Alternate Signal Control Strategies, on October 16.
- Watched the webinar, Barriers to “New Mobility”: A Community-Informed Approach to Smart Cities Technology.
- Attended the Green Bay Active Communities Alliance bi-monthly meeting on October 3.
- Posted weekly construction projects on the Transportation website in the month of October.
- Reviewed and become familiar with WordPress for hosting information about the Brown County Comprehensive Plan update.
- Updated meeting minutes and agendas on the planning website.
- Posted announcements on Facebook and twitter as needed.

- Participated in MPO staff meeting as required.
- Participated in PALS staff meetings monthly.

The recent major planning activities of Karl Mueller, Planner I (Transportation):

- Assigned one (1) address for the Town of Pittsfield.
- Underwent training for ArcGIS Pro.
- Updated the curb ramp data set for the Metropolitan Planning Area.
- Continued creating and editing maps of ADA non-compliant curb ramps across the Metropolitan Planning Area.
- Created a map of bicycle facilities in Brown County.
- Attended the Wisconsin APA conference in Madison on October 8th and 9th.
- Collected pictures at/around kiosks along the Fox River Trail for use in the Wayfinding map and online interactive map.
- Met with staff from the Brown County Parks Department and Friends of the Fox River Trail to review the Fox River Trail Wayfinding Map. Final edits were made to the map and the completed map was sent for print.
- Created a layout, and added components and elements to the *Boost Brown County* wordpress page.
- Reviewed "ADA Transition Plans: A Guide to Best Management Practices".
- Participated in the webinar, "Using Location Intelligence to Improve your Planning Process" on October 18th.
- Met with representatives from ESRI to review ArcGIS Online tools for community outreach and engagement.
- Developed a list of components and items to include in the ADA Transition Plan for the Metropolitan Planning Area.
- Collected disability data across Brown County census tracts; used GIS to visualize disability demographic data across the Metropolitan Planning Area.
- Began collecting information on existing specialized transportation services for use in the ADA Transition Plan.
- Reviewed the "2016 Coordinated Public Transit-Human Services Transportation Plan for Brown County, Wisconsin".
- Completed administrative tasks, as necessary.
- Participated in the FHWA's webinar, "Strategies for Accelerating Multimodal Project Delivery" on October 31st.
- Attended regular BCPC staff meetings.

**PROCEEDINGS OF THE BROWN COUNTY
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the Brown County Veterans' Recognition Subcommittee was held on Tuesday, November 20, 2018 at 4:30 pm in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Chair Erickson, Supervisor Brusky, Louise Dahlke, Jerry Polus

EXCUSED: Ed Koslowski, Kerry Metoxen, Ken Corry

1. Call Meeting to Order.

The meeting was called to order by Chair Bernie Erickson at 4:30 pm.

2. Approve/Modify Agenda.

Motion made by Duane Pierce, seconded by Joan Brusky to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

3. Approve/Modify Minutes of September 18, 2018.

Louise Dahlke pointed out a typographical error in Item 6. The word "bank" should be "band".

Motion made by Louise Dahlke, seconded by Joan Brusky to approve as corrected. Vote taken. **MOTION CARRIED UNANIMOUSLY**

At this time, Chair Erickson introduced Jason Habeck, Resch Center Sales Manager, who is responsible for the Veterans Breakfast the Gamblers put on. Erickson mentioned to him that this subcommittee is always looking for new members so Habeck is here to get a feel for the group before he makes any commitments. Habeck spoke about the First Annual Pancake and Porkie Breakfast for Veterans that was held on November 8 and attended by about 300 veterans. There was really good support with local media and they partnered with several organizations. Money raised at the event will be used for the DAV transportation program and Habeck noted that since he has started working with the DAV, about \$118,000 has been raised. He said 100% of the money raised will go back into DAV programming and stay local.

Habeck also spoke about the veterans event the Gamblers will be holding on December 8. They are offering a free ticket for all veterans or active members of the military to come to the Gamblers game. Vets or active duty military can call the Resch Center to get tickets in advance or can get one the evening of the event. There has been great support for this event and they have worked with a lot of great businesses. The goal is to raise \$35,000 this year, but to do that, they need to have the support of the various different veterans groups. Habeck also noted any Purple Heart recipient can come to any game at no charge and those veterans will receive four complimentary tickets to the December 8 game. He would like to see 10% of the Purple Heart recipients attend. There will be a number of things going on throughout the game to honor veterans and there will also be a Vietnam reflection wall in the lounge and, in addition, Marines will be on hand to collect Toys for Tots.

Brusky asked how the money is made. Habeck said players wear special helmets and jerseys that are auctioned off after the game and 100% of that goes back to the DAV. In addition, they go out to local businesses and ask them to pay \$100 for every goal scored. At this time there are 25 businesses taking part in that so \$2500 will be collected for every goal that is scored. There are also sponsors for the game and businesses are doing 10% days and then there will also be donations made from the ticket proceeds.

Locations for the next breakfast were discussed and several ideas throughout the County were mentioned. Erickson said he will contact the Museum to see if there is a possibility to hold the breakfast there. Habeck said he will continue to work on the breakfast to make it a great event and said he is all about cross promoting events. Erickson added the Veterans Office has contact information for all of the veteran groups within the County and can probably distribute information to all of the organizations quite easily.

Habeck also talked about the National Guard unit that is being deployed and indicated they have piggy backed onto that by renting out Ariens Hill for the men and women and their families to come out and skate for free following the sendoff at the Atrium. They will offer free skating, hot chocolate and cookies for the kids and they are also trying to get a Santa there with a photographer to drop box photos so soldiers can take the photos with them.

4. Update re: Honor Rewards Program.

Polus said there are currently 81 businesses participating. As of this time 313 Honor Rewards cards have been issued and that number continues to grow as we attend various events in the community to promote the program. Polus explained the program and how to enroll to Habeck.

5. Discussion re: Flight of Champions.

Erickson informed there were at least 2,500 people on hand at the airport to welcome back the Flight of Champions. Polus said there is a wrap up meeting regarding the Honor Flight scheduled for next week and he anticipates discussing doing it again next year. There was nice TV coverage for the event as well.

6. Report from CVSO Jerry Polus.

Polus informed interviews for his job will start next week but, unfortunately, the new person cannot start until after Polus leaves so there will be no overlap for training.

7. Report from Committee Members Present (Erickson, Brusky, Corry, Dahlke, Haskins, Koslowski, Metoxen, Pierce).

-Erickson did not have anything to report.

-Brusky was curious if there has been any feedback on Veterans Day. Erickson said he saw a copy of the newspaper article and forwarded it to the Press Gazette and the Ashwaubenon Press and asked that they publish it. Both papers published a good article after receiving it from Deputy Executive Jeff Flynt.

-Dahlke said the Fair Association annual meeting was held in October, so there won't be much new happening until they start meeting again in March. Erickson asked her how having the event on Sunday worked out from the Fair's perspective. Dahlke responded it worked well for the Fair and Erickson felt Sunday worked out well too. He said he did hear some people ask about the change in days, but he heard a lot of people say they really liked having it on Sunday when they could bring their families for a reduced admission cost. Dahlke said next year the Fair is scheduled for August 14 – 18.

-Pierce informed Post 57 will be doing their meat raffle on December 1 at 3:00 pm at Duck Creek Pub. There will also be a veterans get together put on by Concordia on December 5 at 11:00 am and he plans on attending and will give a report at the next meeting. Pierce also mentioned that Wreaths Across America is scheduled for December 15. The LZ Christmas party at the Pearly Gates will be held on December 17 beginning at 5:00 pm, but those who wish to eat should arrive earlier. There will be a lot of prizes and he encouraged everyone to attend.

8. Such Other Matters as Authorized by Law. None.

9. Adjourn.

Motion made by Duane Pierce, seconded by Joan Brusky to adjourn at 5:21 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia Loehlein Therese Giannunzio
Administrative Coordinator Administrative Specialist